

CSC Adopted: October 2001, CSC Revised: _____**Class Title: Automotive Mechanic****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Performs preventative maintenance and general repair to vehicles and equipment. Conducts building repairs. Supervises the office. Performs other duties as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Performs preventative maintenance and general repair to vehicles and equipment by performing inspections, evaluating performance, diagnosing the problem and checking equipment for safety to systems, making adjustments to transmissions, engines and drive chains, repairing electrical wiring of arrow boards, spreaders and other equipment, welding and assembling specialty equipment and repairing pay loaders, trucks, backhoe, rollers asphalt kettles, salt spreaders, and snow plows.
2	H	Conducts building repairs by repairing and replacing plumbing and performing various carpentry duties.
3	L	Supervises office by conducting performance evaluations, submitting schedule adjustments for personnel and training personnel on new equipment.
4	M	Performs other duties by retrieving and towing vehicles, cleaning interior and exterior areas of the shop, ordering and picking up parts, writing daily reports, opening the building daily and logging information into the computer.
5	M	Performs emergency weather recovery by assisting in the removal operations for ice, snow, and storm debris.

CSC Adopted: October 2001, CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	One years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read job or work orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write job or work orders and reports, repair and maintenance notes.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001**, CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Mechanic work, repair of equipment, equipment assembly
Sitting	O	Desk work
Walking	F	Within shop, parking lot, to/from vehicles
Lifting	O	Tools, parts
Carrying	O	Tools, parts, equipment, supplies
Pushing/Pulling	O	Tools, parts, equipment, supplies
Reaching	O	Tools, parts, equipment, supplies
Handling	F	Tools, parts, equipment, supplies
Fine Dexterity	O	Electric work, writing
Kneeling	O	Hook up lows and spreaders
Crouching	O	Mechanic work, repair of equipment, equipment assembly
Crawling	O	Mechanic work, viewing underside of vehicles
Bending	O	Mechanic work, repair of equipment, equipment assembly
Twisting	O	Mechanic work, repair of equipment, equipment assembly
Climbing	O	Ladders, working on spreaders and large vehicles
Balancing	O	When utilizing ladders
Vision	C	Mechanic work, repair of equipment, equipment assembly, reading, desk work
Hearing	C	Co-workers, staff, meetings, equipment and operation of equipment, radio (2 way)
Talking	C	Co-workers, staff, meetings, radio (2 way)
Foot Controls	O	Driving, operation of equipment
Other (specify)	N	

CSC Adopted: **October 2001**, CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Mechanic tools, small hand tools, drills, welding equipment, cutting torch, hammer, various saws, air tools, computer and related software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	D	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	M	Wetness/Humidity	S
Communicable Diseases	D	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	X
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, ear plugs, welding mask, safety shoes, gloves

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)